Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office:

Office of Technology & Support (OTS)

Section/Unit:

OTS Director's Office **OTS Sections & Units**

Schedule Use:

Schedule No.:

89-060

Admin. Chg. Date: 10-15-97

Record Series Title:

OTS DIRECTOR'S SUBJECT FILE

Description:

Directives, Goals and Objectives, Annual Objective Status Reports, Quarterly Objective Status Reports, Monthly Status Reports, Policies and Procedures for Support Services functions, Special Projects and Reports, weekly staff meeting minutes, memoranda and related correspondence.

File Arrangement:

By DHR organization, then alphabetically by subject/project file.

Retention/Disposition Instructions:

1) **OTS Office Director:**

> Cut off file at end of each fiscal year; hold in current files area I year; transfer to State Records Center; hold 2 years; then destroy.

2) **OTS Section Managers & Unit Supervisors:**

Cut off file at end of each fiscal year; hold in current files area 2 years, then destroy.

Confidential:

No - Open Record

Supersedes:

89-060 (approved 8-14-90)

M91-253

(u:\89-060)

970922-03

RECORDS RETENTION SCHEDULE NOTIFICATION (ADMINISTRATIVE CHANGE OR DELETION)

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SCHEDULE NO. SEE BELOW *		NOTIFICATION DATE					
SERIES TITLE							
VARIOUS - SEE SAMPLE SCHEDULES	ATTACHED.						
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Letter-size drawers 2 ; Legal-size drawers ; Shelves ; Other (Specify)	7. Records Series Description Documents relating to: Included are: The file is arranged: 8. Monthly Reference Rate One to six months old twenty-five months and olds	Directives, Coal Quarterly Object and Procedures f Reports, weekly pondence. By DHR organizati How often are re ily Seven to twelve	wing documents (in ponsibility s and Objec- ive Status or Support staff meeti	of the directives, Annual Reports, Mont Services funcing minutes, much behavior of the control o	related nd titles, if eny tor of Su Objectiv hly Statu tions, Sp emoranda by subjec	pport See Status Report Secial Pand relations	which compile samples of the file. ervices. s Reports, ts, Policies rojects and ated corres-	
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orm 4998 (Rev. 7-84)	7. Records Series Description, Documents relating to: Included are: The file is arranged: 8. Monthly Reference Rate One to six months old	Directives, Coal Quarterly Object and Procedures f Reports, weekly pondence. By DHR organizati How often are re ily Seven to twelve	on, then al ecords referred to we months old	of the directives, Annual Reports, Mont Services funcing minutes, much be a serviced by the service of the serv	related nd titles, if eny tor of Su Objectiv hly Statu tions, Sp emoranda by subjec	pport See Status Report Secial Pand relationship	which compile samples of the file. ervices. s Reports, ts, Policies rojects and ated corres- ct file.	

RECORDS MANAGEMENT UNIT

X	If not, where is i	17	· · · · · · · · · · · · · · · · · · ·		, '				
X	b. Does the series o	ontain confidential information re	equiring security hand	lling? If yes, cite law or regulation.					
- X	c. Is this a vital reco	ord?		,					
X		ave historical or long term research	ch value?						
	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents								
<u> X</u>	be scheduled sepa	arately?	4 - 4 -						
X	f. Is the information	n contained in this series ever pub	lished? If yes, attach	сору.					
X	g. Is the information if yes, attach cop	n contained in this series ever ana V.	lyzed and/or recorded	in a summarized report?					
x	h. Is there a duplica	ition of this series in your office, Some materials are o	or in another office of lumlicated in	Section Director's Files.	to the second				
X		major portion of it) regularly mi							
X		series result in a computer printo:							
11. Retention	on Requirements	The folio	wing requires the seri	es to be kept:					
				·					
a. Sta	te Law	years.	d.	Audit period	years,				
	tute of limitation	years.	в.	Administrative need	3years.				
c. Fed	leral law	years.	f.	Federal retention instructions	years.				
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	•	or regulations. Explain administra							
Admin	istratively th	nese files are needed	d to document	the activities and perfor	mance of the				
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12. Approv	ed Disposition Instruction	ons This agency recommends	that the file series be	cut off at the end of each:					
	and the second second			100					
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™ Hold	in the current files area	month(s)	1 veards	then REFERENCE COPIES					
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Desti	ôý			Services Support S	ection Director				
		or permanent retention.		Cut off file at th	e end of each				
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	Signature	nese instructions apply to all prio	r and future accumula	ation of records for this series title.					
DHB GMc	/Division — Director/D		DUD Percent	Signature Is Management Supervisor	Date				
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	ecommendations			1 0	Date				
If not ap	h 12 are approved oroved, please	State Auditor/Designee	/NZ/	Lett	8-11-89				
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